



## POSITION

The Washington State House of Representatives' Office of Program Research (OPR) provides nonpartisan staff support to House members and committees in Olympia.

OPR is currently seeking candidates for a staff position as [Counsel](#). The candidate selected to fill this position will provide support to the [House Technology & Economic Development Committee](#).

The House Technology & Economic Development Committee considers issues relating to technology and electronic communications, small business assistance, business financing, and the development of industry clusters, international trade, and technology-driven jobs. The committee also considers issues related to renewable energy standards and energy availability, production, and conservation.

This position is nonpartisan and exempt from civil service.

## DUTIES

Duties may include:

- Conducting legal and/or policy research and analysis.
- Analyzing proposed legislation and/or policy options.
- Drafting bills, amendments, and bill reports.
- Developing and evaluating policy options to assist House members in meeting their goals.
- Presenting and explaining proposed legislation and staff reports to committee members.
- Administering committee agendas, scheduling, and meetings at the direction of committee leadership.

## QUALIFICATIONS

A law degree and membership in a state bar association are required. Additional desirable qualifications include:

- Knowledge of legal and/or policy issues within the committee's jurisdictions.
- Knowledge of the legislative process.
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction.
- Excellent analytical, written, oral presentation, and organizational skills.
- A proactive, creative, flexible, and service-oriented approach to work.
- A demonstrated ability to deal effectively with the complex, difficult situations that are common in the fast-paced, high pressure legislative environment.
- A willingness to work the long, irregular hours that are common during a legislative session.

## **SALARY AND BENEFITS**

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's qualifications.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

## **APPLICATIONS**

Applicants should complete an online application and upload a letter of interest, resume, and writing sample. The writing sample should demonstrate the applicant's legal research and analysis skills. The online application is <https://form.jotform.com/62373378187163>.

For best consideration, applicants are encouraged to submit materials as soon as possible and no later than September 12, 2016. Screening will begin before the application deadline.

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The Washington State House of Representatives is an equal opportunity employer.  
Persons with disabilities needing assistance in the application process, or needing this  
job announcement in an alternative format, should call (360) 786-7101 or TDD: 1-800-833-6388.